

**Research and Scholarship Council
Raubinger Hall – Room 309, Conference Room**

**Tuesday, April 16, 2013
12:30 p.m.
MINUTES**

<u>Members Present</u>	<u>Excused</u>
David Gilley (S&H) – <i>Co-Chair</i>	Sandra Alon (COE)
Jorge Arevalo (COB)	Robin Schwartz (A&C)
Jane Bambrick (Library)	
Lourdes Bastas (Co-Administrative Liaison)	
Beth Ann Bates (Library)	
Sheetal Ranjan (HSS)	
Sue Sgro (Professional Staff)	
Martin Williams (Co-Administrative Liaison)	

1. MEETING CALLED TO ORDER

- The meeting was called to order by David Gilley, Chair at 12:35 p.m. and the agenda was distributed.
- Review and a correction of the March 28, 2013 minutes were made by the Council members. A motion to approve the revised minutes was made by Jane Bambrick and seconded by David Gilley.

2. RESEARCH AND SCHOLARSHIP DAY 2013

- There was a discussion on the success and the issues of Research and Scholarship Day.
- **Technical issues:** DVDs were not working on the laptops, there was no sound. Audiovisual technicians had to use the media room to play the DVD's and get sound. This process interrupted and delayed presentations. It was agreed by the Council members to approach technical issues differently for Research and Scholarship Day 2014.
- **Presenters:** Martin Williams reported there were 98 Presentations and 37 Poster Presentations. A total of 250 presenters were related to presentations and co-authors. Issues of presenters were discussed. Changing or clarifying the time slot for presenters was recommended by the council members. Providing ample notice to presenters that they will be allocated a certain amount of time for their presentation was also recommended. In addition, David Gilley reported Dean Wolf would like to schedule more time for the College of Science and Health presentation. Jorge Arevalo suggested organizing a panel presentation with new faculty from the College of Business.

- **Audience:** Martin Williams circulated a summary of attendance during the presentations sessions. Attendance during the presentation ranged. It was suggested that an emphasis be made on presenters to bring their classes to attend their presentations; Department Chairs can encourage their entire faculty to attend; Deans can get involved by sending out an announcements and encouraging attendance from their colleges on Research and Scholarship Day.
- **Poster Board Presentations:** The poster board session was close to capacity. It was well attended by students. There were more posters from students than faculty. Dean Wolf and many faculty members were engaged with the students and discussing their projects.
- **Photographs:** Robin Schwartz had students from her photography classes take pictures of the presenters, the poster board presentations and audience. The photography students were very involved and took pictures throughout the day. Robin will provide the pictures to the Office of Sponsored Programs. It was recommended by the Council members to use Robins' photography students for next year's Research and Scholarship Day.

3. RESEARCH AND SCHOLARSHIP DAY 2014

- Beth Ann Bates reported on WP events and holidays scheduled in April 2014. After some discussion the Council agreed to schedule Research and Scholarship Day on Thursday, April 3, 2014.
- The Office of Sponsored Programs will reserve the same rooms for April 3, 2014.
- Jorge suggested the Council plan ahead and send out a Research and Scholarship Day 2014 Save-the-Date announcement before the end of this semester. Jorge also recommended mentioning on the Save-the-Date how impressive it was to have student poster presentations. The Council agreed that they will like to start advertising the event earlier and will send the Save-the-Date announcement once the rooms and dates were confirmed.
- Martin asked the Council if the Research and Scholarship Day information sheet was helpful when presenting and discussing the event with their Dean. David informed the Council that the information sheet was very helpful. Jorge felt it was not very useful.

4. YEAR-END REPORT

- David will prepare a draft of the year-end report on the Council's activities. He will email the draft to the Council members to review before submitting the year-end report to the Faculty Senate.

5. CLOSING REMARKS

- David thanked everyone in attendance for serving on the committee.
- The next meeting will be held in fall of 2013.

There being no further business, the meeting was adjourned at 1:40 p.m.

Respectfully Submitted,
Lourdes L. Bastas, Office of Sponsored Programs